



Student Recruitment and Admissions

## Admissions Policy

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## Scope of policy

This policy applies to all applications for undergraduate and postgraduate programmes at the University of York (“the University”), the Hull York Medical School (“HYMS”), and other professional training programmes run in collaboration with contracted third parties. The policy is intended to give guidance to staff and prospective students on the University’s procedures for recruiting, selecting and admitting undergraduate, postgraduate, and visiting students to both campus-based and online programmes.

Admissions to the University’s International Pathway College (IPC) with regard admission to Foundation Certificate and Pre-Masters programmes these are handled by Kaplan International Colleges (KIC) and are out with the scope of this policy. Any issues relating to these admissions will be dealt with in accordance with the admissions policies of KIC and/or the University as appropriate. This includes the management of complaints concerning admissions to the IPC.

## Responsibility and monitoring of policies and procedures

**Admissions policy:** This policy is the responsibility of the Director of Student Recruitment and Admissions and is reviewed and updated annually.

**Admissions procedures:** The admission of students to the University and to HYMS is managed by Student Recruitment and Admissions (SRA). The Head of Admissions is responsible for the delivery of the admissions service. Reporting to the Head of Admissions, the Undergraduate and Postgraduate Admissions Managers monitor admissions procedures within SRA. Admissions procedures are regularly reviewed and updated where necessary.

Departmental admissions procedures are monitored by departmental admissions tutors or boards of studies with advice from the Director of Student Recruitment and Admissions and the Senior Admissions Managers.

## The University’s recruitment and admissions aims

The University is committed to excellence in recruitment and admissions practice and procedures which are designed to contribute to its aims of admitting students of high quality. The University aims to provide a professional and fair service for all enquirers and applicants.

The University aims to select students who:

- have the ability and motivation to benefit from the academic opportunities offered
- will contribute to the research-led environment of the University
- will fully engage with and contribute to university life

The University is committed to widening participation in higher education and aims to maintain a socially and culturally diverse student population. Principles of inclusion and equality of opportunity are central to the recruitment, selection, admission and retention of students. The University’s Access Agreement, sets out our aims and objectives in widening participation. Further information about our Access Agreement can be found at:

[www.offa.org.uk/accessagreements/searchresult/?prn=10007167](http://www.offa.org.uk/accessagreements/searchresult/?prn=10007167)

Through all our recruitment and admissions activities, we are committed to ensuring that no prospective or existing student is treated less favourably on the grounds of age, race, colour, nationality, ethnic origin, faith, disability, HIV status, sexual orientation, gender, marital or parental status, political belief or social or economic class.

## Legislation and regulation

**National Legislation:** This policy takes into account the following relevant legislation:

- Consumer Rights Act 2015
- General Data Protection Regulation
- Equality Act 2010
- Freedom of Information Act 2000
- Human Rights Act 1998
- Race Relations Act 1976
- Race Relations Amendment Act 2000
- Rehabilitation of Offenders Act 1974
- Special Educational Needs and Disability Code of Practice (as part of the Children and Families Act 2014)

**National Guidelines:** We are committed to providing a fair, effective and professional admissions service which is consistent with good practice as defined in the Quality Assurance Agency's Code of Practice on Recruitment, Selection and Admission to Higher Education 2013.

**Institutional Regulation:** This policy is approved by the University Senate and reviewed by the University Teaching Committee. The policy observes the University policies on data protection, equality and diversity, students with disabilities, safeguarding, and widening participation. The policy also ensures that the University meets its obligations under the UK Visas and Immigration (UKVI) Tier 4 visa arrangements for overseas students.

This policy also references the following:

University Ordinances and Regulations available at:

[www.york.ac.uk/about/organisation/governance/governance-documents/ordinances-and-regulations](http://www.york.ac.uk/about/organisation/governance/governance-documents/ordinances-and-regulations)

Policy on Research Degrees (including Distance Learning options) available at:

[www.york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy](http://www.york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy)  
[www.york.ac.uk/research/graduate-school/support/policies-documents/distance-learning-phds](http://www.york.ac.uk/research/graduate-school/support/policies-documents/distance-learning-phds)

## Responsibilities

### Responsibility for recruitment and admissions activities

SRA works closely with academic departments and other support services across the University to ensure the delivery of a fair, effective and professional recruitment and admissions service.

**SRA:**

- ensures the effective implementation of the Admissions Policy and associated procedures;

- promotes the University and its programmes through a range of recruitment activities and materials;
- provides information, advice and guidance to academic departments, support services, enquirers, applicants and their advisors;
- assesses applications to make or authorise decisions to offer or reject;
- informs the University planning process surrounding the delivery of student intakes and programme approvals and withdrawals;
- working with academic departments, informs the setting of entry requirements;
- develops, delivers and maintains appropriate admissions systems; and
- provides training sessions and information events for all staff involved in recruitment and admissions activities.

#### **Academic departments:**

- provide course and selection information to inform the development of publications and to enable accurate and informative responses to enquiries;
- participate fully in enquirer and applicant engagement activities, such as Open Days and Visit Days;
- working with SRA, determine selection criteria to be used in the assessment of applications in order to ensure the recruitment of students who are able to succeed on their chosen programme of study; and
- assess applications and recommend decisions.

### **Training**

The University is committed to ensuring that all admissions staff are fully trained in procedures and are kept aware of any changes in policy made nationally or at an institutional level. Training in admissions is the responsibility of SRA.

SRA runs an annual training session for all new admissions tutors and refresher training for more experienced staff. This training offers guidance in key areas and highlights the role of departmental admissions staff.

At key points in the admissions cycle, SRA hosts a number of information and briefing sessions for all staff involved in recruitment and admissions. These meetings are intended to inform departmental staff of any changes in admissions practice and to share good practice in admissions.

SRA also provides admissions system-specific training sessions for admissions staff.

*Ad hoc* working groups may be convened to develop policy, process or practice in relation to a particular admissions area or issue. Conferences may also be attended as required to discuss specific admissions issues.

### **Enabling prospective applicants to make informed choices**

#### **Information for enquirers, applicants and their advisors**

The University selects and recruits students by:

- providing clear and transparent admissions information to prospective applicants

- operating a fair and effective admissions process
- ensuring the consistent application of policy across the University
- encouraging applications from the widest range of educational, social and cultural backgrounds

The University participates in activities to promote the University and its programmes, including open days, higher education fairs and education liaison events.

Admissions and programme information is published in our annual undergraduate and postgraduate prospectuses and is available through our Course Finder at:

[www.york.ac.uk](http://www.york.ac.uk)

Information on undergraduate and postgraduate programmes is also available at:

[www.ucas.com](http://www.ucas.com)

Further information on postgraduate programmes is also available through a range of external directories which are reviewed and updated as appropriate by SRA.

Applicants are advised to refer to our webpages for the most up-to-date information.

## Entry requirements and typical offers

The University welcomes applications from candidates who can demonstrate that they have the ability to succeed on the programme to which they have applied and that they will benefit from and contribute to the learning, research and social environment at the University.

The University's typical academic entry requirements for each programme are set by the relevant department or school in consultation with SRA and are published in the annual undergraduate and postgraduate prospectuses and via the Course Finder ([www.york.ac.uk](http://www.york.ac.uk)). For undergraduate courses the academic entry requirements can also be found on the UCAS website ([www.ucas.com](http://www.ucas.com)).

Applications are considered individually and holistically, and meeting typical entry requirements does not therefore automatically guarantee an offer of admission.

## Academic requirements

The University considers a wide range of UK, EU and international qualifications for entry and applicants can be assured of flexible and individual consideration of their qualifications profile.

### Undergraduate programmes:

Details of general entry requirements can be found at:

[www.york.ac.uk/study/undergraduate/applying/entry](http://www.york.ac.uk/study/undergraduate/applying/entry)

### Postgraduate taught programmes:

For MA / MSc taught programmes, candidates should normally possess at least a lower second class (2ii) honours degree (or equivalent alternative or overseas qualification), however some programmes require a higher academic entry requirement so candidates should always refer to the respective individual programme requirements.

### Postgraduate research programmes:

For MD, MPhil or PhD research programmes, candidates will be expected to have a first degree, normally an upper second class (2i) honours degree (or equivalent alternative or overseas qualification) in a relevant subject, or a relevant postgraduate Master’s qualification (or equivalent). For admission to an MA or MSc programme by research, candidates should normally possess at least a lower second class (2ii) honours degree (or equivalent alternative or overseas qualification). Some programmes require a higher academic entry requirement so candidates should always refer to the respective individual programme requirements.

**Exceptions (academic waivers) for postgraduate programmes:** Exceptions to academic requirements may be made, for example for candidates applying to take programmes as mid-career continuing professional development or those with extensive relevant work experience. Such exceptions will require the support of the Head of Department or Chair of Graduate School (or delegate) and approval of the Associate Pro-Vice Chancellor for Teaching, Learning and Students (or delegate) for taught programmes, and the Dean of the York Graduate Research School (YGRS) (or delegate) for research programmes.

### English Language requirements

All applicants to the University whose first language is not English are required to show evidence of the level of their proficiency in the English language. The following scores in English language qualifications are required as a minimum by the University:

English Language Qualification	Overall Score
International English Language Testing System – IELTS	6.0 with no less than 5.5 in each component
Pearson – PTE Academic	55 with no less than 51 in each component
Cambridge Certificate in Advanced English – CAE	169 with no less than 162 in each component
Cambridge Certificate of Proficiency in English – CPE	169 with no less than 162 in each component
GCSE English Language	Grade C / Grade 4
iGCSE English Language	Grade C
TOEFL iBT	79 with a minimum of 17 in Listening, 18 in Reading, 20 in Speaking and 17 in Writing
Trinity ISE	Level 3 with Pass in all components

English Language test scores will only be considered valid if achieved within two years of the starting date of the proposed programme.

Beyond these minimum requirements, individual departments set their own English language entry requirements. Further details of the requirements for each department are available as follows:

**Undergraduate programmes:**

[www.york.ac.uk/study/undergraduate/applying/entry/english-language](http://www.york.ac.uk/study/undergraduate/applying/entry/english-language)

**Postgraduate Taught programmes:**

[www.york.ac.uk/study/postgraduate-taught/apply/international/english](http://www.york.ac.uk/study/postgraduate-taught/apply/international/english)

**Postgraduate Research programmes:**

[www.york.ac.uk/study/postgraduate-research/apply/international/english](http://www.york.ac.uk/study/postgraduate-research/apply/international/english)

**Alternative evidence of English Language ability**

Postgraduate applicants for whom English is not their first language but who have successfully followed or are currently following a full-time university degree level programme of a minimum of one year's duration in the UK or other majority English speaking country may be exempt from the English Language requirement. The previous study must normally have been completed within two years of the proposed programme's start date.

Where appropriate the University may allow an undergraduate or postgraduate applicant who does not meet the English Language requirement to undertake an English language pre-sessional programme. In such a case, successful completion of the programme will be considered to satisfy the English Language requirement.

Where appropriate the University may consider other evidence of English Language ability which it deems to indicate a level of ability equal to the minimum requirement as set out above.

**References**

Applicants to undergraduate programmes are normally required to submit one academic reference as part of their UCAS application.

Applicants to postgraduate taught programmes who graduated within the previous five years are normally required to submit one academic reference as part of their online application in Select (see below). For candidates who graduated more than five years previously alternative professional references will be considered (e.g. from employers, a senior member of a voluntary organisation or recognised society, etc.).

Applicants to postgraduate research programmes are normally required to submit two academic references as part of their application.

Further information concerning content and format of postgraduate references is available at:

[www.york.ac.uk/study/postgraduate-taught/apply/documents](http://www.york.ac.uk/study/postgraduate-taught/apply/documents)

[www.york.ac.uk/study/postgraduate-research/apply/documents](http://www.york.ac.uk/study/postgraduate-research/apply/documents)

## Non-academic requirements

There are additional non-academic requirements for applicants to subjects allied to medicine, social work and teaching courses. Further details including Disclosure and Barring Service (DBS) requirements and Fitness to Practise requirements are available from individual departments. Any such requirements are signalled on individual course pages.

## Finances

Details of undergraduate funding and scholarships are available at:

[www.york.ac.uk/study/undergraduate/fees-funding](http://www.york.ac.uk/study/undergraduate/fees-funding)

Details of postgraduate taught funding and scholarships are available at:

[www.york.ac.uk/study/postgraduate-taught/funding](http://www.york.ac.uk/study/postgraduate-taught/funding)

Details of postgraduate research funding and scholarships are available at:

[www.york.ac.uk/study/postgraduate-research/funding](http://www.york.ac.uk/study/postgraduate-research/funding)

## Verification

The University requires applicants to provide satisfactory evidence of their achievement and reserves the right to verify all qualifications declared by an applicant. In the event that an applicant is unable to evidence their achievement to the satisfaction of the University, we reserve the right to withdraw the application at any point even if an offer of admission has been made. In the case of any applications received via UCAS, the University abides by UCAS rules and procedures concerning fraudulent applications. Any application suspected by the University to contain fraudulent information will be referred to UCAS.

## How applications are assessed

### Selection principles

The University is committed to fair admissions and considers applicants on an individual basis, assessing both ability and suitability for the course that has been applied to. The University considers past and predicted academic achievements as well as other evidence of ability, skills, interests, motivation and potential.

The University's processes are designed to lead to the selection of students who can be expected to complete their studies successfully. Selection decisions are made by trained staff in both departments and SRA. In order to ensure fairness and consistency in decision making, all decisions are authorised by SRA.

### Assessing applications

All applications are assessed individually and holistically. In assessing the ability and suitability of applicants, the following information as provided in the application form and supporting documentation may be considered:

- achievement in awarded or partially complete qualifications
- predicted achievement in qualifications yet to be awarded
- personal statement/statement in support of the application/CV
- references

- UKCAT score for undergraduate applicants to HYMS
- sample of written work (selected programmes only)
- research proposal (for postgraduate research programmes)

In addition, some programmes may require applicants to participate in an interview or audition as part of the selection process. Guidance on the conduct of interviews is available to departments who include an interview in their selection procedures.

Applications for research programmes will only be considered where an appropriate supervisor(s) and resources are expected to be available for the duration of the normal period of study. A decision to admit a student will be based on an interview and normally involve at least two members of academic staff, normally including the departmental Graduate Chair (or delegate) and the prospective supervisor.

Information about departmental selection procedures is available in the prospectus and on programme webpages.

## Contextual information

To gain a full understanding of an applicant's achievement and ability, we encourage admissions selectors to consider the contextual information provided in the application and from other sources. Consideration of contextual data is always used as part of a holistic assessment of a candidate's application.

For applications to undergraduate programmes, the University of York Access Scheme is intended to support access to the University for those who have faced challenges – social, personal or educational – which may have affected their performance by providing applicants with an opportunity to supply additional information in support of their application.

Details of the University of York Access Scheme are available at:

[www.york.ac.uk/study/undergraduate/applying/how-to-apply/york-access-scheme](http://www.york.ac.uk/study/undergraduate/applying/how-to-apply/york-access-scheme)

Applicants who indicate on their UCAS form that they have been in care will be automatically contacted by a Student Support Coordinator to support their transition and entry.

Students who take part in the University's widening participation programmes (Next Step York, Pathways to Medicine, Pathways to STEM, and Realising Opportunities) may receive an alternative offer as well as the standard offer for their course. Applicants must meet certain eligibility criteria to take part in and successfully complete the respective programme, and will need to make the University of York their firm choice with UCAS.

Details of the University of York's widening participation programmes are available at:

[www.york.ac.uk/schools-and-colleges/post-16](http://www.york.ac.uk/schools-and-colleges/post-16)

For undergraduate applications submitted via UCAS, the University receives contextual data relating to school performance (at GCSE and A level), HE participation rates according to postcode and proportion of students in the applicant's school who are entitled to free school meals. The University is collecting this data for research and monitoring purposes. Data is also being collected at the postgraduate level through the Select application form. This data is not being used in the assessment of individual applications whilst we consider the evidence base and reliability.

## Keeping applicants informed

### Communicating with applicants

The University recognises the importance of keeping applicants informed throughout the application process. Key updates are provided throughout the admissions cycle and may be communicated either directly by the University, or through UCAS. Communications include, but are not limited to:

- Acknowledgement of application receipt
- Confirmation that a decision has been made
- Confirmation of any conditions required for admission if an offer has been made
- Confirmation of reasons for rejection if an application has been unsuccessful
- Confirmation of admission where all conditions have been satisfied
- Information relating to applying for accommodation
- Information relating to Tier 4 student visas and ATAS requirements (where applicable) for overseas students
- Welcome and enrolment information

Where applicants have previously agreed to receive additional information, we may also provide information about events, activities and opportunities at the University which we think might be of interest and value to them.

### You@York

Undergraduate offer holders and postgraduate applicants are provided with access to an applicant portal, You@York, to enable them to engage with their application. Through You@York, applicants are able to:

- view their application
- view their offer and other related correspondence
- upload supporting documents (e.g. transcripts, certificates, etc.)
- apply for a Tier 4 Confirmation of Acceptance for Studies (CAS) (if applicable)
- book visits to the University if appropriate
- apply for pre-sessional English Language courses (if applicable)

## Applying

### How and when to apply

#### **Foundation and Pre-Masters programmes:**

Applications to foundation and pre-masters programmes offered in the University's International Pathway College (IPC) are made through the University's IPC partner, Kaplan International Colleges.

Further information about applying can be found at:

[www.kaplanpathways.com/how-to-apply/uk-universities](http://www.kaplanpathways.com/how-to-apply/uk-universities)

#### **Undergraduate programmes:**

Applications to undergraduate degree programmes at the University are made through the Universities and Colleges Admissions Service (UCAS). The University observes the rules and procedures laid down by UCAS.

More information about applying through UCAS and application deadlines can be found at:

[www.ucas.com](http://www.ucas.com)

### **Postgraduate programmes:**

Applications to postgraduate programmes are made directly to the University via 'Select', our online application service. Applicants who are unable to use the online application service may apply using a paper application form.

More information about applying and recruitment rounds is available at:

[www.york.ac.uk/study/postgraduate/apply](http://www.york.ac.uk/study/postgraduate/apply)

Applicants are advised to apply as early as possible. Some programmes operate application deadlines, and these will be advertised via the relevant programme information within the Course Finder.

### **Teacher Training programmes:**

Applications to Postgraduate Certificate in Education (PGCE) and School Direct programmes at the University are made through UCAS Teacher Training (UTT).

More information about applying through UTT and application deadlines can be found at:

[wwwucas.com/ucas/teacher-training](http://wwwucas.com/ucas/teacher-training)

### **MA in Social Work:**

Applications to the MA in Social Work are made through UCAS.

More information about applying through UCAS and application deadlines can be found at:

[wwwucas.com](http://wwwucas.com)

## **Time taken to consider an application**

The University aims to consider applications and make decisions as quickly as possible.

### **Undergraduate programmes:**

The University respects the UCAS application deadline for guaranteed equal consideration. For highly subscribed programmes, in order to ensure fairness in decision making, decisions may not be made until after the equal consideration deadline has passed.

### **Postgraduate programmes:**

The University aims to respond to applications within no more than six weeks of submission, though for some programmes and at peak times applicants may have to wait longer for a response.

## **Our decisions**

### **Offers of entry for successful applicants**

Successful applicants will receive an offer of admission to the University. The offer of admission will either be *conditional* on the basis of qualifications or other requirements yet to be completed or met, or *unconditional* meaning that all necessary requirements for admission have been met.

All successful applicants will be issued with a formal offer of admission to the University detailing:

- details of the programme of study being offered
- year of entry

- duration
- tuition fee status and tuition fees
- details of how to respond to the offer
- University terms and conditions

#### **Undergraduate applicants:**

Offer conditions and response deadlines will be confirmed via UCAS Track.

#### **Postgraduate applicants:**

Offer conditions and response deadlines (if applicable) will be confirmed in the offer letter via You@York.

### **Alternative course offers**

The University may decide that it is unable to offer admission to the original programme to which an applicant has applied, but is able to make an offer for an alternative programme. In this situation the University will normally contact the applicant to confirm that they wish to be made the offer for the alternative programme.

### **Feedback for unsuccessful applicants**

The University is committed to providing feedback to applicants who have not been offered a place.

All unsuccessful applicants are given feedback via UCAS Track (undergraduate applicants) or via You@York (postgraduate applicants). Applicants wishing to request additional feedback may contact the respective admissions team in writing (by email or letter). Applicants are able to request feedback at any time during the admissions year in which they are applying. The University aims to respond to requests for feedback within twenty working days of receipt of a request.

## **Applicant responses**

### **Responding to offers and response deadlines**

#### **Undergraduate applicants:**

Undergraduate applicants should respond to their offers via UCAS Track. Response deadlines apply and will be notified via UCAS Track.

By accepting the offer of a place on a course as their 'Firm' or 'Insurance' choice, a contract is made between the applicant and the University. Applicants are encouraged to make an informed decision, and can change their replies within 14 days of accepting the offer and by contacting UCAS. After the 14 day period, it may still be possible to do this, but you will need to contact the University and UCAS to arrange this. This also applies to applicants to the PGCE and MA in Social Work which (as above) are managed through UCAS.

#### **Postgraduate applicants:**

Postgraduate applicants should respond to their offers via You@York. Where response deadlines apply, these will be confirmed within the offer letter.

By accepting the offer of a place on a course, a contract is made between the applicant and the University. Applicants who accept their offer but change their mind and wish to subsequently decline have the right under Consumer Protection Law to cancel this contract within 14 days without giving any reason. Subsequent changes to responses can be made via You@York.

## Confirmation of a place

### Meeting conditions

If an applicant who has received a conditional offer fulfils the conditions of the offer as specified or if the University exercises its discretion to accept an applicant in a case where conditions have not been met, then an unconditional offer will be made. Confirmation will be provided either via UCAS Track (undergraduates) or by email and You@York (postgraduates).

### Deadlines for satisfying offer conditions

#### **Undergraduate applicants:**

Academic and non-academic conditions (other general entry requirements) of offers must be met by 31 August of the application cycle in which the application has been submitted (this also applies to applications for deferred entry). This is explained in the UCAS offer letter which applicants receive when an institution makes an offer of admission. This means that the University needs to have received results either through UCAS or directly from the applicant by 31 August to guarantee the place on the course.

Where results are received after 31 August, we may be able to confirm places depending on the availability of places; however, this is not always possible. Applicants should ensure that we receive all the results upon which their offer is based by 31 August to ensure that we are able to process them and, if appropriate, confirm the applicant's place.

If a decision is made to reject an applicant who has not met the conditions of an offer on the basis of results received from an applicant or via UCAS which are subsequently changed due to a remark or other change, the University cannot guarantee to reverse the original decision even if the change means that the applicant then does meet the conditions of the offer. In such a case, acceptance will be at the University's discretion and, if made, may be for a different entry point or year from the entry point or year specified in the original offer.

This also applies to applicants to the PGCE and MA in Social Work which (as above) are managed through UCAS.

#### **Postgraduate applicants:**

There are no fixed deadlines by which conditions of offers have to be met for postgraduate applicants. However, all conditions must be met before a postgraduate applicant will be able to enrol as a student of the University.

**Undergraduate and postgraduate applicants who require a Tier 4 visa** must have fulfilled all conditions of their offer and applied for a CAS at least 10 days before the start date of their programme.

## Applicants with additional support needs

The University has an explicit policy of providing support for students with disabilities or long term health conditions and believes that these students should have access to the full range of academic, cultural and social activities the University offers. Disability awareness training is offered to all staff. Therefore, the University will take all reasonable steps to meet both the general need for access and the specific needs of individuals with additional support needs.

Students with disabilities or long term health conditions, as all other students, are accepted by the University on the basis of academic attainment and potential to benefit from the programme to which they have applied.

Applicants are encouraged to declare their disability when they apply but this is not taken into account by the staff assessing their application. If an offer is progressed information relating to a candidate's disability or long term health condition will subsequently be shared with assessors to allow them to engage in further discussion with the applicant and identify appropriate adjustments where applicable. Applicants who choose not to disclose their disability or long term health condition at the point of application will be provided with other opportunities to provide such information later in the process. Any disability disclosure will be dealt with confidentially and sensitively.

Certain disabilities may preclude entry to certain programmes (e.g. those in subjects allied to medicine, and those leading to qualified teacher status). Where the adjustments needed to provide the required support are not considered reasonable, the University will undertake to support the applicant in considering an alternative programme where appropriate.

## Student immigration

### Entry clearance

Students wishing to enter the UK must comply with the UK Visas and Immigration (UKVI) Points-based Immigration System. Further information is available at:

[www.gov.uk/tier-4-general-visa](http://www.gov.uk/tier-4-general-visa)

The University also provides additional information and support which is available at:

[www.york.ac.uk/study/international/visas-immigration](http://www.york.ac.uk/study/international/visas-immigration)

The University is committed to meeting our requirements as a sponsor of Tier 4 students. In the event of changes to immigration legislation, or if information becomes available that might impact our ability to sponsor a student, the University reserves the right to amend or withdraw an offer of admission.

### Academic Technology Approval Scheme (ATAS)

Students applying for certain science, engineering or technology programmes may need to apply for an ATAS certificate before applying for a Visa, Entry Clearance or Extension of Stay. Further information about ATAS certificates is available at:

[www.gov.uk/guidance/academic-technology-approval-scheme](http://www.gov.uk/guidance/academic-technology-approval-scheme)

## Applicants with criminal convictions

The University takes the view that, in principle, having a criminal record does not necessarily preclude an individual from studying at the University of York.

For safeguarding and duty of care reasons, the University does require prospective students to disclose any unspent criminal convictions, so it can assess whether admission can be granted or whether it may only be granted with possible conditions/restrictions, in order to manage risk. Please note that for some courses related to regulated professions, spent criminal convictions must also be declared. If you receive an offer from the University, you will be required to make such a disclosure at the point of accepting our offer of admission.

Together with need to ensure that the University's campus is a safe environment for all staff, students and visitors, the University reserves rights that, upon disclosure of such convictions or these otherwise becoming known to it, to cancel/withdraw the offer, withhold admission and terminate any contract with you (where it reasonably deems that risks cannot be appropriately managed), or alternatively to designate restrictions upon you (as it reasonably sees fit to assist with managing any risks) whilst you are at the University.

If you later receive an unspent criminal conviction (whether before enrolment/admission or during your time at the University), you should declare this to the Academic Registrar, providing full details. Failure to do so may constitute a disciplinary offence and also give the University right to terminate the contract.

The University's policy in relation to applicants with criminal convictions is kept under review and may be changed in the light of legislation and/or practice by admissions partners (e.g. UCAS).

## Age on entry

Applications for study from candidates who would be under the age of 18 at the point of entry will be considered in accordance with University Regulation 6.1.

- Anyone who has not reached the age of 17 on the first day of the month in which their programme of study would commence will not be admitted without the express permission of the Registrar and Secretary (or their nominee) and the written authorisation of an appropriate adult, normally their parent or guardian. Such applicants will need to satisfy the University that they have the ability to live independently in the University community (this may be via an interview which can be conducted remotely). If they are unable to satisfy the University of this, admission may be offered at a later entry point.
- Anyone who has reached the age of 17 but not the age of 18 on the first day of the month in which their programme of study would commence will only be admitted with the permission of the University and the written authorisation of an appropriate adult, normally their parent or guardian.
- Students who are under the age of 18 at the time of registration will be required to sign an undertaking with the University which outlines how the University will engage with them differently until they have reached the age of 18.

In order to support candidates under the age of 18 the University will provide transition information and guidance to further support the candidate and their parents / carers / guardian.

## Applications for advanced entry

The University will consider applicants for advanced entry (e.g. to year 2 or a later year of a programme) on an individual basis. The University considers applications for advanced entry on the basis of Recognition of Prior Learning (RPL) and includes certificated or experiential learning.

The University recommends that all applicants requesting advanced entry contact the department concerned to discuss the opportunities prior to application. The department will be able to advise on its policy on advanced entry and provide specific advice for each applicant's circumstances. Offers for advanced entry will be made in accordance with the Credit Transfer and the Recognition of Prior Learning - Principles and Policy document which can be found at:

[www.york.ac.uk/study/postgraduate-taught/apply/prior-learning](http://www.york.ac.uk/study/postgraduate-taught/apply/prior-learning)

## Re-applications

The University will consider re-applications on an individual basis and reserves the right to use information from a previous application in assessing a re-application.

## Re-admission of students

Applicants meeting the following criteria can only be re-admitted with the approval of the University's Special Cases Committee. A department which wishes to readmit such a student must seek the approval of the Special Cases Committee before an offer of admission is made.

- Students who have previously been excluded from the University of York
- Undergraduate students who have previously failed a University examination at York or have withdrawn from the University and are seeking admission to the subject, or any of the subjects, previously studied
- Undergraduate students who have previously studied on a first year at York regardless of whether or not the subject(s) studied previously are the same
- Postgraduate students who have previously studied on a postgraduate programme and failed to complete it whether or not the subject(s) studied previously are the same

## Applications for deferred entry

The University welcomes applications for deferred entry. Applicants who have not initially applied for deferred entry, but decide that they wish to defer their application prior to enrolment will be considered on an individual basis. These requests must be made in writing (by email or letter) to SRA (see contact points below). In these instances deferral is not guaranteed.

Applicants must normally have satisfied all conditions of entry in order to defer their place. The normal maximum length of deferral that will be considered is two years; after this period a candidate would be required to re-apply.

## Fraud, plagiarism and omission

The University will check qualifications, personal statements, written work, and research proposals provided as part of an application for potential fraud, plagiarism, collusion or other indications that the application submitted is not wholly the work of the applicant. The University will also want to ensure that candidates have provided complete information (e.g. concerning details of previous periods of study or employment) and may seek additional information to resolve any uncertainties in the application.

The University reserves the right to reject an application on the basis of lack of integrity in an application or supporting documents, and to withdraw any offer made on the basis of an application that has been found to contain fraudulent or plagiarised information, or where it believes information may have been withheld. Any student found to have been admitted on the basis of fraudulent, plagiarised or withheld information may have their studies terminated.

### **Undergraduate applicants:**

The University abides by UCAS rules and procedures concerning fraudulent applications. Any application suspected by the University to contain fraudulent information will be referred to UCAS.

As part of the UCAS application process all personal statements are checked for potential plagiarism via the UCAS Similarity Detection Service. UCAS will notify both the University and the applicant if they feel that there are reasonable grounds to suspect potential plagiarism. The University reviews all cases of potential plagiarism individually and may contact an applicant for more information about the situation before making a decision. The University reserves the right to reject an application on the basis of plagiarism in a personal statement or to withdraw an offer of admission should evidence of plagiarism come to light after an offer has been made.

## Re-marks and appeals

Applicants who have applied for a re-mark or appeal with an awarding body should notify the University immediately. Whilst we will make every effort to reconsider applicants whose grades are amended as the result of a successful re-mark, it may not always be possible to hold an offer open pending the outcome of an appeal. In the event that a re-mark is successful and the course applied to is full, an applicant may be offered an alternative course or entry year.

## Financial information

### Tuition fees

Information relating to tuition fees is available as follows:

#### **Undergraduate applicants:**

[www.york.ac.uk/study/undergraduate/fees-funding](http://www.york.ac.uk/study/undergraduate/fees-funding)

#### **Postgraduate taught applicants:**

[www.york.ac.uk/study/postgraduate-taught/fees](http://www.york.ac.uk/study/postgraduate-taught/fees)

### **Postgraduate research applicants:**

[www.york.ac.uk/study/postgraduate-research/fees](http://www.york.ac.uk/study/postgraduate-research/fees)

### **Assessment of tuition fee status**

The offer of admission will confirm the fees to be charged based on the programme of study and the applicant's fee status. Applicants are assessed as eligible to pay either home tuition fees or overseas tuition fees by SRA. This decision is based on the information provided within the application form regarding nationality and residence, and in the case of undergraduate applicants, the residential category selected via UCAS. The University is guided by information issued by the UK Council for International Student Affairs (UKCISA) in relation to fee assessment issues. Further information about UKCISA guidance is available at:

[www.ukcisa.org.uk](http://www.ukcisa.org.uk)

If the University considers an applicant's fee status to be unclear from the information provided in the application, SRA will contact the applicant to ask for further information. This process will normally take place at the point of offer.

By accepting our offer of admission, applicants are accepting the University's decision in relation to their fee status. This decision is made on the basis of the available evidence at the time. Once candidates have enrolled with the University, decisions will normally only be changed where it can be shown that the University's initial fee assessment (based on the available evidence) was incorrect or in certain cases where a student's circumstances have changed. A change in fee status post enrolment is not guaranteed. Where applicants consider that our decision is incorrect, they should make every effort to query this prior to enrolment.

### **Changes to programmes**

The University undertakes a continuous review of its programmes, services and facilities to ensure quality enhancement and sometimes it is necessary to make changes. We will inform applicants at the earliest opportunity of any significant changes to or suspension of a programme made between the offer of admission and enrolment.

### **Enrolment and induction**

Applicants who have firmly accepted an unconditional offer will be invited to enrol online. Applicants for entry in September will be invited to enrol from August. Applicants starting at different times throughout the year will normally be invited to enrol from approximately one month prior to entry.

As per University Regulations, students enrolled for a research, postgraduate or undergraduate degree may not usually be enrolled at the same time for any other degree or qualification at this or another institution, unless such enrolment forms part of an approved programme of study involving another institution or institutions.

## Interactions between the University and the applicant

The University is committed to ensuring that any interaction with an applicant is conducted in a professional, courteous and respectful manner, and it expects that any communication from an applicant is conducted in the same way.

## Appeals and complaints

### Appeals:

Applicants may raise a complaint about the application process and/or its outcome, but do not have an automatic right of appeal against a decision as to whether or not they should be offered a place at the University. However, the University will normally review admissions decisions where a complaint has been received about the application process and/or its outcome, or if new information about an application comes to light.

### Complaints:

The University's Policy and Procedure for Dealing with Complaints from Students, Student Applicants and Student Placement Providers is available at:

[www.york.ac.uk/about/departments/support-and-admin/sas/complaints](http://www.york.ac.uk/about/departments/support-and-admin/sas/complaints)

Applicants who experience a problem with any service provided by the University or anything else within the control of the University, should normally first raise the matter with the staff member responsible for the service. If informal discussion does not resolve the situation satisfactorily, then the complainant should write to: The Director of Student Recruitment and Admissions, University of York, Heslington, York YO10 5DD, or email: [SRA-Director@york.ac.uk](mailto:SRA-Director@york.ac.uk).

The University aims to reply promptly to all complaints.

On completing this procedure, applicants (as opposed to enrolled students) are not usually eligible to complain to the Office of the Independent Adjudicator for Higher Education (OIAHE). However, they should check the position with the OIAHE which is independent from the University. Further information concerning the OIAHE is available at:

[www.oiahe.org.uk](http://www.oiahe.org.uk).

## Applicant data

The data submitted as part of each application is used to assess the suitability of an applicant for study at the University. Anonymised data is also used by the University for statistical and reporting purposes. Application data forms part of the student record for applicants who are admitted to the University. The University complies with the General Data Protection Regulation in its use of applicant data. Further information about how we use data is available at:

[www.york.ac.uk/records-management/dp/your-info/students](http://www.york.ac.uk/records-management/dp/your-info/students)

Student applicant privacy notice is available at:

<https://www.york.ac.uk/records-management/dp/your-info/informationforstudentapplicants/>

Student enquirer privacy notice is available at:

<https://www.york.ac.uk/records-management/dp/your-info/informationforstudentenquirers/>

## **Equal Opportunities monitoring**

The University values the diversity of its members and is committed to the creation of a positive environment which is fair, welcoming and inclusive and where everyone is treated with dignity and respect. We welcome applicants with varied experiences and different backgrounds, and are committed to ensuring that no student with potential is deterred from applying.

The University is committed to a policy of equal opportunities. To enable the University to monitor the effectiveness of this policy, applicants are asked to complete a series of Equal Opportunities Monitoring questions either through UCAS or Select. Educational institutions also have a duty under the Equality Act (2010) to advance equality of opportunity between people from different groups. Diversity awareness training is offered to all staff.

Information provided is used solely for the purpose of monitoring application and admission rates and forms no part of the selection procedure (i.e. this information is not forwarded to assessors). All information will be handled in confidence and in accordance with the General Data Protection Regulation.

Further information concerning the University's Equality and Diversity policy for Students is available at:

[www.york.ac.uk/admin/eo/policies/EqualityDiversityPolicyStudents.htm](http://www.york.ac.uk/admin/eo/policies/EqualityDiversityPolicyStudents.htm)

## **Further information**

### **Relevant websites**

Specific information about studying at the University is available at:

[www.york.ac.uk/study](http://www.york.ac.uk/study)

Further general information about the University is available at:

[www.york.ac.uk](http://www.york.ac.uk)

### **Relevant publications**

The University annually publishes a postgraduate and undergraduate prospectus which is either available at: [www.york.ac.uk](http://www.york.ac.uk), or by calling the prospectus hotline on +44 (0)1904 324000.

### **Contact details**

For further information regarding this policy or admissions at the University of York please contact:

Address: Student Recruitment and Admissions  
University of York  
Heslington  
York, UK  
YO10 5DD

E-mail: [ug-admissions@york.ac.uk](mailto:ug-admissions@york.ac.uk) or [pg-admissions@york.ac.uk](mailto:pg-admissions@york.ac.uk)  
Tel: +44 (0)1904 324000  
Fax: +44 (0)1904 323538

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